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GETTING STARTED IN SBIN (SHARED BIBLIOGRAPHIC INPUT
NETWORK) - A GUIDE FOR NEW USERS(U) DEFENSE TECHNICAL
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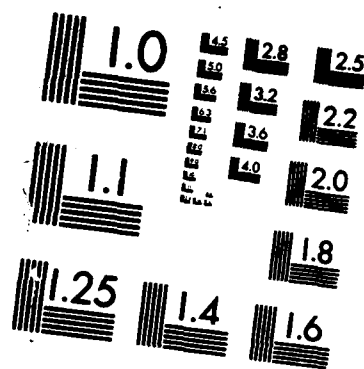
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GETTING STARTED IN SBIN
(SHARED BIBLIOGRAPHIC INPUT NETWORK)
A GUIDE FOR NEW USERS

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Defense Technical Information Center
Cameron Station
Alexandria, VA 22304-6145

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19. ABSTRACT (Continue on reverse if necessary and identify by block number) This is a guide especially designed for new users of SBIN (Shared Bibliographic Input Network). SBIN is a nationwide network for online shared cataloging of technical reports and is sponsored by the Defense Technical Information Center (DTIC), Cameron Station Alexandria, VA. The purpose of this guide is to bring together major concepts about SBIN in a sequential, easy-to-understand format so that new users will gain background information before attending formal training classes.				
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GETTING STARTED IN SBIN **(SHARED BIBLIOGRAPHIC INPUT NETWORK)** **A GUIDE FOR NEW USERS**

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Introduction



Welcome to "Getting Started in SBIN
-- A Guide for New Users."

SBIN stands for the Shared
Bibliographic Input Network and is a
nationwide network for online shared
cataloging of technical reports
sponsored by the Defense Technical
Information Center (DTIC).

DTIC is the central point within the Department of Defense (DoD) for acquiring, storing, retrieving, and disseminating scientific and technical information (STI) to support Defense research and development efforts. DTIC provides access to and transfer of scientific and technical information for DoD personnel, DoD contractors and potential contractors, and other U.S. Government agency personnel and their contractors. With over 450 employees, DTIC's main facility is located at Cameron Station in Alexandria, Virginia.

Purpose Of This Guide:

As a new user you may be fretting about this mysterious operation called SBIN -- but do not worry. The purpose of this guide is to bring together the major concepts about SBIN in plain, easy-to-understand English. As a new user you will then have helpful background information about SBIN before you enter SBIN training at DTIC and a guide for reference purposes after training. (See Chapter 6 about training.)

Coverage Of This Guide:

The following topics will be presented so that you will have a better understanding of SBIN:

- o What is SBIN?
- o What Are the Benefits of SBIN?
- o How Do You Become A SBIN Member?
- o How Does SBIN Work?
- o How Do You Catalog and Input Fields?
(For Dedicated and Dial-Up Terminals)
- o What Training Aids and Training Sessions Are Available?
- o Who Do You Call for Help?
- o What Important Terms Should You Know?

Intended Audience of This Guide:

This guide was designed for the "new" SBIN user, already registered with DTIC, and with these characteristics:

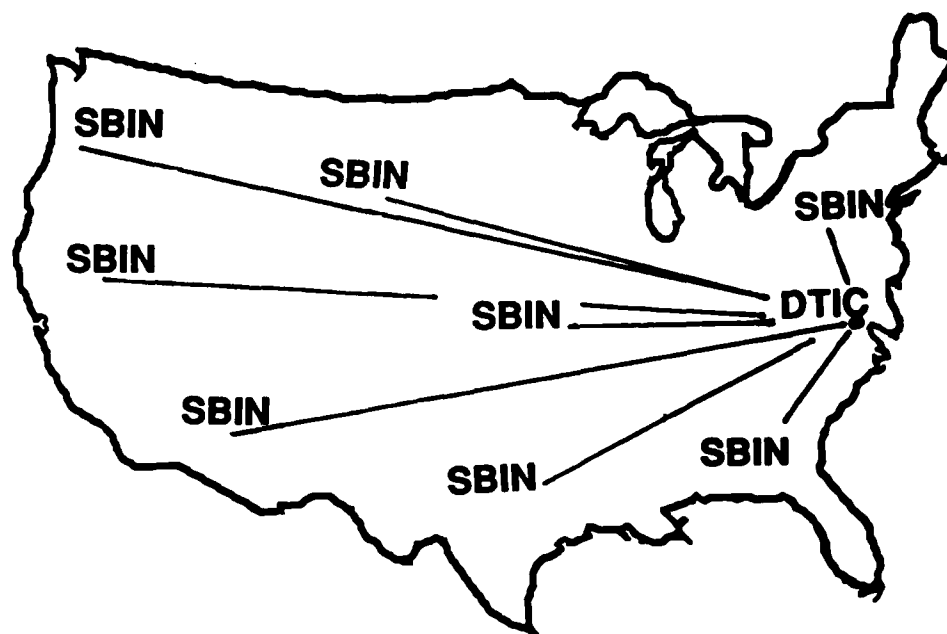
- o No or limited knowledge of SBIN and its basic concepts
- o Some experience or familiarity with the use of computers
- o No cataloging experience, or if experienced, little familiarity with SBIN cataloging
- o No or little experience in using a computer to enter (input) cataloging data
- o Some familiarity with the Defense Technical Information Center and its procedures

Helpful Hints on Using This Guide:

1. It is recommended that each section of this guide be read in the order presented so basic concepts will not be missed along the way. However, a glossary is available at the back of this guide for any unfamiliar terms.
2. Throughout this guide you will be referred to other DTIC publications. For more information about these publications be sure to consult Chapter 6 of this guide.
3. The simulated terminal screens in Chapter 5 have commands entered in lower case letters for the sake of consistency -- with the exception of data which must be entered according to cataloging specification. (i.e. Some data, such as that in title fields, have significant words capitalized.) However, you may use lower and upper case letters when entering commands and data.
4. Chapter 5 ("How Do You Catalog and Input Fields?") presents a realistic overview of the actual process of inputting a record into DTIC's files. Since you are a new user, it is recommended that you study these examples rather than actually input data. You should input records only after you understand the process better and receive actual training at DTIC.

So hang on to your hats. Here is your tour through SBIN!

Chapter 1: What is SBIN?



SBIN stands for the Shared Bibliographic Input Network and is a DTIC-sponsored network for online shared cataloging of technical reports. SBIN members nationwide use their computer terminals (usually their DROLS terminals) and the telephone lines to send cataloging data to a computer located at DTIC's main facility at Cameron Station, Alexandria, VA. Since classified, proprietary, and sensitive information is involved, SBIN is limited to the closed community of Department of Defense (DoD) agencies and DoD contractors who are also DTIC registered users.

The SBIN cataloging records sent to DTIC become part of DTIC's Technical Reports (TR) Database (sometimes referred to in other literature as the Technical Reports (TR) File) which contains records for over 1.2 million technical reports of Defense or Defense-related completed research efforts. Only DTIC registered users are allowed online access to the TR Database.

One of the main advantages of SBIN is the prompt cataloging of technical reports -- making information quickly available to library and information center patrons. ("Cataloging" here refers to the process of describing the features of a technical report -- its title, author, number of pages, etc. -- as well as assigning subject terms or subject categories to tell what the report is about.)

In the past, cataloging of technical reports was being duplicated many times within the Defense community. For example, DTIC may have cataloged a report only to have it recataloged by DTIC users for their own libraries. This was a waste of time, effort, and resources. With the shared cataloging of SBIN the cataloging is done just once (by DTIC or a SBIN member). The resulting cataloging record becomes part of the TR Database, as previously mentioned.

How Is Cataloging Data Sent To DTIC?

An information retrieval system called DROLS (The Defense Research, Development, Test, and Evaluation Online System) resides in DTIC's computer. SBIN sites use a part of this system, the Remote Terminal Input Subsystem (RTIS) to actually enter (input) cataloging data through their terminal's keyboard. SBIN sites from New York to California can input cataloging data from their remote terminals through RTIS directly to DTIC.

Participating SBIN sites may presently use two types of terminals to access RTIS:

1. Dedicated terminals (i.e. terminals used for one purpose with telephone lines directly wired to DTIC). These dedicated terminals are usually UNISCOPE 100 or 200 Visual Communication terminals with a keyboard and a self-contained input/output cathode ray tube (CRT) display device or the UTS 20 or 40. Dedicated terminals are required when inputting classified records but may also be used for unclassified records.
2. Diverse dial-up terminals. This refers to the many different brands of microcomputers and terminals which can be used to access RTIS thus allowing for SBIN input. Dial-up terminals are used to input unclassified records of technical reports.

This concludes the brief overview of "Chapter 1: What is SBIN?" The next chapter, Chapter 2, explains SBIN benefits.

Chapter 2: What Are The Benefits of SBIN?



1. No more wasted effort and expense duplicating the cataloging of technical reports.

SBIN cataloging records for technical reports are available to DTIC and to the entire DTIC community; neither DTIC nor other DTIC users of this data need to repeat the cataloging effort.

2. The creation of an online catalog of your documents by adding your "site holding symbol" to cataloged records.

The site holding symbol is a unique symbol 3-15 characters long (placed in Field 48 of a cataloging record) which represents your site. It can be entered in two ways:

- a. It can be added to the cataloging record when you initially catalog a technical report.
- b. If your library or information center owns a technical report but a search in the TR Database shows that DTIC or another library has already cataloged it, you may add your site holding symbol to the already cataloged record.

The great advantage of the site holding symbol is that it can be used as a limiter in the TR Database. This means that your library can search the TR Database and restrict output to your holdings. Patrons in your library or information center can instantly see if your library holds a requested technical report. For example, to see if you have a technical report on "canine warfare" you would enter DROLS and enter this search:

```
@str@  
canine warfare  
and  
?59xxx  
end
```

The "xxx" would be your site holding symbol. Any technical reports on this subject which your library held would be retrieved. You could then display the entire record. Only your site holding symbol is visible in the actual record display; you do not see the site holding symbols of any other SBIN sites. Therefore, users are not aware of another site's holdings. This is done to discourage DTIC users from bombarding SBIN sites for interlibrary loan of their documents. (Registered DTIC users can usually go through DTIC to get a copy of the technical report in hard copy or microfiche.)

There are also additional advantages to having a site holding symbol:

- a. Your site holding symbol will be included in printed bibliographies ordered from DTIC if you use the TR 9000 instead of the TR 6000 format when you use the "Order Search Results" command in DROLS.
- b. You can request a list of all your records from the TR Database.
- c. If requested, DTIC will automatically add your site holding symbol to records in the TR Database for technical reports you receive through the ADD program. ADD stands for Automatic Document Distribution and provides for the automatic distribution (every two weeks) of microfiche copies of newly accessioned scientific and technical reports in accordance with your interest profile. DTIC will help you establish an interest profile based on contract numbers, subject areas, personal authors, or other retrieval elements.

3. Faster announcement of the availability of reports

Records of technical reports cataloged through SBIN are announced 6-8 weeks earlier than if the same technical report were sent to DTIC to be cataloged. This benefits researchers, scientists and other users because technical reports are known to exist earlier and, in critical situations, can be obtained from contact points.

4. Identification of DoD technical information not previously or normally included in DTIC holdings for announcement and/or acquisition.

Your site may catalog certain types of technical reports which help make DTIC and its users aware of the existence of this information:

a. Technical reports which originated at your site but are of local interest only (referred to as Phase III documents -- discussed in more detail in Chapter 4). Copies are kept at your site and not forwarded to DTIC. However, because of the SBIN record, DTIC and other DTIC users are aware that these reports exist.

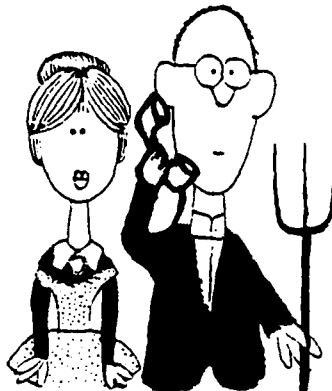
b. Documents from other agencies which you catalog (referred to as Phase IV documents -- discussed in more detail in Chapter 4). You may forward copies to DTIC or DTIC may obtain them from the originating agency if DTIC feels they are of value to DTIC users.

5. Site participation in creating cataloging and indexing rules and standards, and a better working relationship with DTIC.

SBIN participants may become members of or forward comments to the Resource Sharing Advisory Group (RSAG) -- a nine member committee which provides advice and makes recommendations on matters dealing with DTIC's SBIN Program and other resource sharing activities. Thus SBIN sites are active members in spotting problems and recommending solutions.

Chapter 3: How Do You Become A SBIN Member?

Contact the SBIN project manager with your membership request:



SBIN Project Manager
DTIC-HDB
Bibliographic Database
Branch
(202) 274-6804
Autovon: 284-6804

DTIC will need to know if you plan to use dedicated or dial-up terminals to input records so proper programming connections with DTIC can be made. If you are already a DROLS user you can use the same terminals for SBIN.

Upon registration you will receive:

1. A "Site Holding Symbol." This symbol, which you help compose, is a unique identifier for your SBIN site. It contains three alpha characters, assigned by DTIC, as your site identification code, followed by up to 12 alphanumeric and/or special characters, which you assign -- for a total of up to 15 characters.
2. ADE or ADF accession number ranges. AD means "accessioned document" (formerly, "ASTIA Document" -- Armed Services Technical Information Agency). An AD number is a unique number assigned to a document for identification purposes. Your site will assign ADE or ADF numbers to documents as they are cataloged for SBIN. Later, upon acquiring a copy of the cataloged technical report, DTIC will change the accession number to an ADA, B, C, or P.
3. Information about a one-week SBIN training session at DTIC. At the training session you will receive several important manuals that will help you utilize SBIN. (See Chapter 6 in this guide entitled "What Training Aids and Training Sessions Are Available?")

Chapter 4: How Does SBIN Work?



This section will present a general overview of cataloging a technical report -- from the time it reaches your desk to the point that it is represented as a completed cataloging record available to qualified users of DTIC's Technical Reports (TR) Database. But first, additional information may be helpful.

For purposes of this guide, "cataloging" refers to the process of preparing information about a document for placement into a database. The intent is to create a concise written picture of the technical report for a user who may not have access to the actual report. As a SBIN participant you will be preparing information about a technical report for placement in DTIC's TR Database.

You will be responsible for both descriptive and subject cataloging. Descriptive cataloging means providing bibliographic representation of a document (i.e., author, report date, number of pages, etc.) Subject cataloging, on the other hand, means the process of representing the main topic coverage of a document (i.e., deciding what the document is about). Subject terms or phrases are chosen from the DDC Retrieval and Indexing Terminology (DRIT). Subject categories, referred to as Fields and Groups, are established by using the COSATI Subject Category List (DoD-Modified).

The process of cataloging a document can be better understood if a completed cataloging record is shown first. Figure 1 shows an actual cataloging record taken from DTIC's TR Database.

Each SBIN record, such as the one below, is made up of fields -- represented by the numbers on the left. Each field holds a unique type of information. For example, Field 1 contains the Accession Number of the document; Field 6, the Unclassified Title; Field 27, the Abstract, etc.

Figure 1
Typical SBIN Record

```
-- 1 OF 1
-- 1 - AD NUMBER: A159001
-- 2 - FIELDS AND GROUPS: 5/10
-- 3 - ENTRY CLASSIFICATION: UNCLASSIFIED
-- 5 - CORPORATE AUTHOR: DEFENSE TECHNICAL INFORMATION CENTER ALEXANDRIA
--   VA
-- 6 - UNCLASSIFIED TITLE: EXAMINING LEARNING THEORY OF ONLINE
--   INFORMATION RETRIEVAL SYSTEMS AND APPLICATIONS IN COMPUTER-AIDED
--   INSTRUCTION: IMPLICATIONS FOR THE DEFENSE TECHNICAL INFORMATION
--   CENTER'S COMPUTER-AIDED INSTRUCTION.
-- 8 - TITLE CLASSIFICATION: UNCLASSIFIED
-- 9 - DESCRIPTIVE NOTE: FINAL REPT.,
--10 - PERSONAL AUTHORS: WITGES, S. A. ;
--11 - REPORT DATE: SEP , 1985
--12 - PAGINATION: 39P
--14 - REPORT NUMBER: DTIC/TR-85/11
--20 - REPORT CLASSIFICATION: UNCLASSIFIED
--23 - DESCRIPTORS: *COMPUTER AIDED INSTRUCTION, *COURSES(EDUCATION),
--   DEPARTMENT OF DEFENSE, TECHNICAL INFORMATION CENTERS, LEARNING,
--   INFORMATION RETRIEVAL, INFORMATION SYSTEMS, ON LINE SYSTEMS, THESES,
--   HUMANS, LEARNING, THEORY, TEACHING METHODS
--24 - DESCRIPTOR CLASSIFICATION: UNCLASSIFIED
--   <<P FOR NEXT PAGE>> OR <<ENTER NEXT COMMAND>>
D

--25 - IDENTIFIERS: DTIC(DEFENSE TECHNICAL INFORMATION CENTER), DROLS
--   (DEFENSE RDT AND E ONLINE SYSTEM)
--26 - IDENTIFIER CLASSIFICATION: UNCLASSIFIED
--27 - ABSTRACT: THE DEFENSE TECHNICAL INFORMATION CENTER (DTIC) IS
--   DEVELOPING A COMPUTER-AIDED INSTRUCTION (CAI) TUTORIAL COURSE
--   ENTITLED 'INTRODUCTION TO DROLS RETRIEVAL' IN ORDER TO TRAIN USERS
--   OF ITS ONLINE INFORMATION RETRIEVAL SYSTEM, THE DEFENSE RDT&E
--   ONLINE SYSTEM (DROLS). IN ORDER TO MAXIMUM BENEFITS OF CAI TO DTIC,
--   THIS PAPER EXAMINED THREE AREAS: (1) LEARNING THEORY AS IT RELATES
--   TO ONLINE RETRIEVAL SYSTEMS. THAT IS, HOW DO HUMANS LEARN THESE
--   SYSTEMS; AND (2) LEARNING THEORY AND ITS APPLICATION TO CAI; AND (3)
--   AN ADVANCE DRAFT OF DTIC'S IN-HOUSE-DEVELOPED CAI COURSE ENTITLED '
--   INTRODUCTION TO RECOMMENDATIONS ARE PRESENTED IN ALL THREE AREAS.
--   KEYWORDS: TEACHING METHODS; ON LINE SYTEMS; LEARNING; COMPUTER
--   ASSISTED INSTRUCTION; DTIC(DEFENSE TECHNICAL INFORMATION CENTER);
--   PILOT.
--28 - ABSTRACT CLASSIFICATION: UNCLASSIFIED
--29 - INITIAL INVENTORY: 1
--33 - LIMITATION CODES: 1
--34 - SOURCE SERIES: F
--35 - SOURCE CODE: 394981
--36 - DOCUMENT LOCATION: NTIS
--   <<P FOR NEXT PAGE>> OR <<ENTER NEXT COMMAND>>
D

--40 - GEOPOLITICAL CODE: 5108
--41 - TYPE CODE: Y
--43 - IAC DOCUMENT TYPE:
```


A SBIN cataloging record for a technical report holds 39 fields of information. However, the number of fields to be filled will vary according to the technical report to be cataloged: A classified document would require more fields of information than a simple unclassified document. Notice that the sample SBIN record in Figure 1 contains only 25 fields of information. Some of the fields are automatically generated by the computer based on other fields (fields 3, 5, 36, 40, and 41) and do not have to be entered.

Figure 2, below, is a complete list of all field numbers in a SBIN record and what each contains:

Figure 2, Field Numbers
in a SBIN Record

- Field 1. Accession Number
- Field 2. Field and Group
- Field 3. Record Classification (No entry -- system generated)
- Field 5. Corporate Author (No entry -- system generated)
- Field 6. Title
- Field 7. Classified Title
- Field 8. Title Classification
- Field 9. Descriptive Note
- Field 10. Personal Authors
- Field 11. Report Date
- Field 12. Pagination
- Field 14. Report Number
- Field 15. Contract/Grant Numbers
- Field 16. Projects
- Field 17. Tasks
- Field 18. Monitoring Agency
- Field 19. Monitoring Agency Number
- Field 20. Report Classification
- Field 21. Supplemenatry Note
- Field 22. Distribution/Availability Statement
- Field 23. Descriptors
- Field 24. Descriptor Classification
- Field 25. Identifiers
- Field 26. Identifier Classification
- Field 27. Abstract
- Field 28. Abstract Classification
- Field 30. Annotation
- Field 31. Special Indicator Codes
- Field 32. Regrade Code
- Field 33. Distribution/Availability Codes
- Field 34. Serial Code
- Field 35. Source Code
- Field 36. Document Location (No entry -- system generated)
- Field 37. Classification Authority
- Field 38. Declassificaton Date/Event
- Field 39. Downgrading Date/Event
- Field 40. Geopolitical Code (No entry -- system generated)
- Field 41. Type Code (No entry -- system generated)
- Field 48. SBI Holding Symbol

Refer to the following two manuals for more information about each field:

1. Shared Bibliographic Input Manual.

2. Defense Technical Information Center Cataloging Guidelines.

This manual contains the most recent information about fields used for descriptive cataloging.

Before cataloging begins, the technical report should be designated as belonging to one of the four DTIC-created document categories--called Phases. These Phases were originally formulated to give SBIN users practice in inputting. The Phases, however, are useful in describing the origin of the technical report and how it will be subsequently handled. The four Phases are:

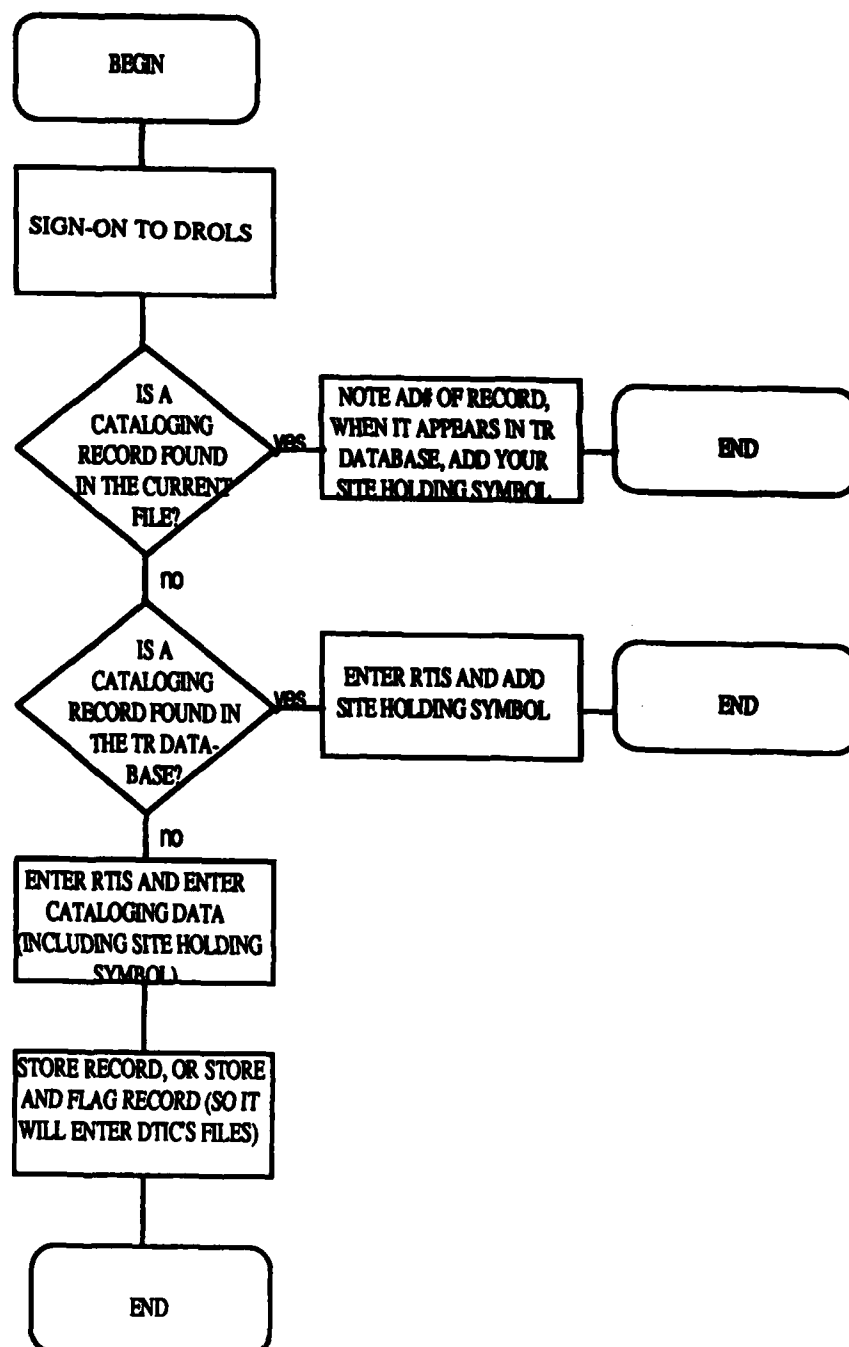
Phase I. Newly published documents of general interest generated by your agency or by an organization under contract to you. Two copies will be forwarded to DTIC after the SBIN record is input.

Phase II. Older published documents of general interest not yet sent to DTIC which were generated by your agency or by an organization under contract to you. Two copies will be forwarded to DTIC.

Phase III. Documents which were generated by your agency which will not be sent to DTIC but are still suitable for announcement purposes in the TR Database. These are usually local interest items of limited interest to other DTIC users.

Phase IV. New or old documents which you hold, suitable for announcement in the TR Database, but which were produced by other agencies. You may forward a copy to DTIC or DTIC may go to the originating agency for a copy if there is sufficient interest from DTIC users.

Once a document has been placed in one of the four Phases you may enter the flowchart:



The flowchart can be examined in more detail:

After signing on to DROLS, the Current File (CF) and the TR Database are searched to determine if the technical report has already been cataloged. This process is called "duplicate checking" or "dup checking" for short. The CF File contains the cataloging records of technical reports, in various stages of completion, until they are added to the TR Database.

Since Phase I documents are newly published documents of general interest generated by your agency, there is little likelihood that some other SBIN site or DTIC has already cataloged the document. However, you should still duplicate check just to be sure.

As you duplicate check, if a record is found this means that another SBIN site or DTIC has already cataloged the technical report:

If you found the record in the Current File, note the AD number of the record, then, when it is completely cataloged and part of the TR Database, you may add your site holding symbol.

If you found the record in the TR Database all you need do is enter RTIS and add your site holding symbol. Holding symbols are appended to existing records with the "ca" file maintenance transaction. This procedure applies whether the record is an ADA, B, C, D, E, F or P. File Maintenance commands are explained in more detail in the Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).

If no record is found after duplicate checking this means that the technical report has not been cataloged. You may proceed to do so by following procedures on the next page.

Cataloging the Technical Report

Cataloging consists of finding the proper data for each required cataloging field. Most SBIN sites use an in-house developed form or a DTIC Form 41, Document Data Worksheet, to serve as a guide for the required fields. (See Figure 3 for an example of the DTIC Form 41.)

Data to place in the fields can be found by examining the technical report or its attached DD Form 1473, "Report Documentation Page." The DD Form 1473 is usually the page after the technical report's cover. (See Figure 4 for an example of the DD Form 1473.)

The DD Form 1473 is required by regulation for those writing technical reports as a way of standardizing data submitted to DTIC. Notice, however, that the numbers on the DD Form 1473 DO NOT CORRESPOND to the field numbers required for SBIN cataloging. For example, SBIN cataloging Field 6 is for the Unclassified Title while #6 on the DD Form 1473 stands for the "Performing Organization Report Number." This lack of correspondence may cause some confusion as you try and locate cataloging data for each field. In addition, you may receive technical reports with various revisions of the DD Form 1473 -- again, the data may be placed in fields numbered differently from those mentioned here. The DD Form 1473 is presently under revision and this problem will be examined.

Fields Which May Require Further Explanation:

Most of the cataloging fields can be filled out by using the two manuals mentioned earlier--the Shared Bibliographic Input Manual and the Defense Technical Information Center Cataloging Guidelines. However, some fields may require additional explanation:

Field 2. Field and Group

Field 2 requires field and group numbers assigned from the COSATI Subject Category List -- DoD Modified. In this subject classification scheme there are 22 broad subject fields (ranging from Field 01, Aeronautics to Field 22, Space Technology) further subdivided by 188 groups. Field and group numbers serve as the basis for subject grouping of technical reports for announcement and distribution purposes as well as for release authorization of classified reports according to a subject "need-to-know."

Field 22. Distribution/Availability Statements

Refer to the Defense Technical Information Center Cataloging Guidelines for the latest information in assigning distribution/availability codes.

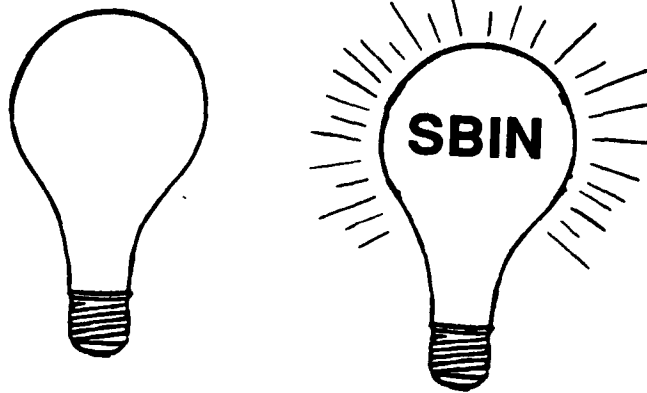
Field 23. Descriptors

Descriptors are DTIC authorized words or phrases (also called "posting terms," or "postings") which describe the subject matter of the report and aid in retrieval. Terms are selected from the DDC Retrieval and Indexing Terminology -- commonly referred to as the "DRIT." Only terms from the DRIT should appear in SBIN Field 23.

Field 25. Identifiers

Field 25 is used for identifiers or "open-ended" terms -- terms not found in the DRIT but still of importance for retrieval, such as classified terms (including classified descriptors) and project numbers.

After the SBIN cataloging fields are completed using the DD Form 41 or an in-house developed form, the next step is to log-on to DROLS, enter the RTIS and enter the cataloging data. These procedures will be outlined in this guide in Chapter 5: "How Do You Catalog and Input Fields?"



1. AD		2. CODE				INDEXER		CATALOGUER		EDITOR	
		FLD									
		GRP									
		SUB-GRP									
6. U-TITLE		11. DATE				16. PROJECT					
7. C-TITLE		REGRADE DATE				17. TASK					
8. T-CLASS		12. PP				18. MACRONYM					
9. DESC. NOTE		14. OA-SERIES				19. M-SERIES					
10. AUTHOR		15. CONTRACT				20. R-CLASS					
21. SUPPLEMENTARY NOTE						22. DISTRIBUTION/AVAILABILITY STATEMENTS					
23. DESCRIPTORS											
						24. DESCRIPTOR CLASSIFICATION		U	C	S	R
								CRD	CFRD	SRD	SFRD
25. IDENTIFIERS AND/OR OPEN-ENDED TERMS											
						26. IDENT. & O. E. TERMS CLASSIFICATION		U	C	S	R
								CRD	CFRD	SRD	SFRD
27. ABSTRACT		<input type="checkbox"/> DTIC <input type="checkbox"/> AUTHOR <input type="checkbox"/> MOD. <input type="checkbox"/> NO ABST.		28. ABSTRACT CLASSIFICATION		29. INVENTORY					
<input type="checkbox"/> SEE BACK		COPY FROM PAGE(S):									
30. INDEX ANNOTATION (MUST BE UNCLASSIFIED)											
31. SPEC CODE		32. REGRADE CODE		33. DISTRIBUTION/AVAILABILITY CODES		34. SERIAL NUMBER		35. DOCUMENT LOCATION			
A X Y Z		A B C D E F G		DIST. AVAIL. SPECIAL				1 NTIS			
						35. SOURCE CODE		2 DTIC			
37. CLASS BY						38. DECLASS. ON		39. CONF. ON			
45. EXTENDED BY						46. REVIEW ON		47. REASON CODE(S)			
								1 2 3 4			
								5 6 7 8			

Figure 3, DTIC Form 41
Document Data Worksheet

SECURITY CLASSIFICATION OF THIS PAGE

REPORT DOCUMENTATION PAGE					
1a. REPORT SECURITY CLASSIFICATION		1b. RESTRICTIVE MARKINGS			
2a. SECURITY CLASSIFICATION AUTHORITY		3. DISTRIBUTION / AVAILABILITY OF REPORT			
2b. DECLASSIFICATION / DOWNGRADING SCHEDULE					
4. PERFORMING ORGANIZATION REPORT NUMBER(S)		5. MONITORING ORGANIZATION REPORT NUMBER(S)			
6a. NAME OF PERFORMING ORGANIZATION	6b. OFFICE SYMBOL (if applicable)	7a. NAME OF MONITORING ORGANIZATION			
6c. ADDRESS (City, State, and ZIP Code)		7b. ADDRESS (City, State, and ZIP Code)			
8a. NAME OF FUNDING / SPONSORING ORGANIZATION	8b. OFFICE SYMBOL (if applicable)	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER			
8c. ADDRESS (City, State, and ZIP Code)		10. SOURCE OF FUNDING NUMBERS			
		PROGRAM ELEMENT NO.	PROJECT NO.	TASK NO.	WORK UNIT ACCESSION NO.
11. TITLE (Include Security Classification)					
12. PERSONAL AUTHOR(S)					
13a. TYPE OF REPORT	13b. TIME COVERED FROM TO	14. DATE OF REPORT (Year, Month, Day)	15. PAGE COUNT		
16. SUPPLEMENTARY NOTATION					
17. COSATI CODES		18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)			
FIELD	GROUP				SUB-GROUP
19. ABSTRACT (Continue on reverse if necessary and identify by block number)					
20. DISTRIBUTION / AVAILABILITY OF ABSTRACT <input type="checkbox"/> UNCLASSIFIED/UNLIMITED <input type="checkbox"/> SAME AS RPT. <input type="checkbox"/> DTIC USERS		21. ABSTRACT SECURITY CLASSIFICATION			
22a. NAME OF RESPONSIBLE INDIVIDUAL		22b. TELEPHONE (Include Area Code)	22c. OFFICE SYMBOL		

DD FORM 1473, 84 MAR

83 APR edition may be used until exhausted.
All other editions are obsolete.

SECURITY CLASSIFICATION OF THIS PAGE

Figure 4, DD Form 1473
Report Documentation Page

SECURITY CLASSIFICATION OF THIS PAGE

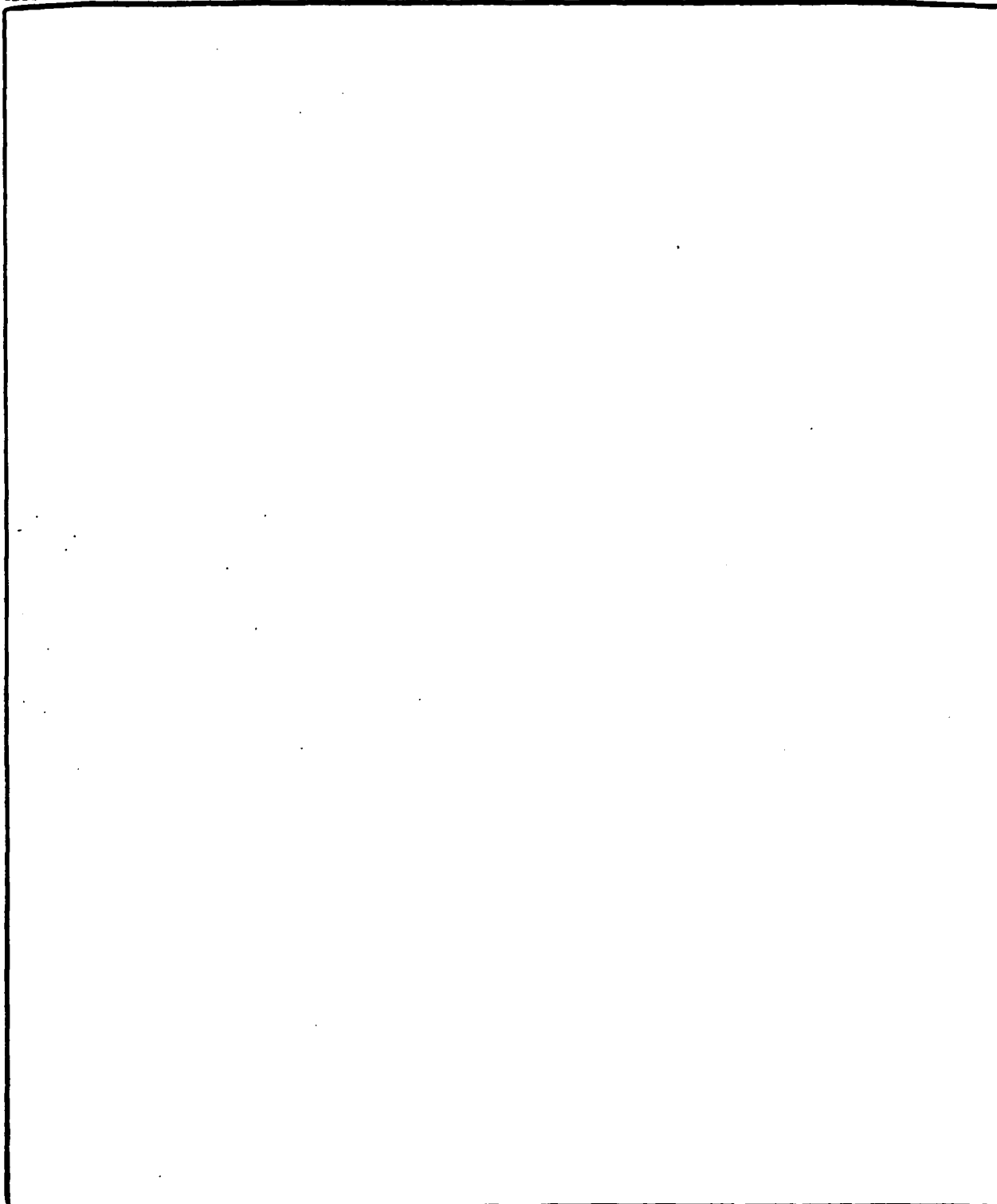
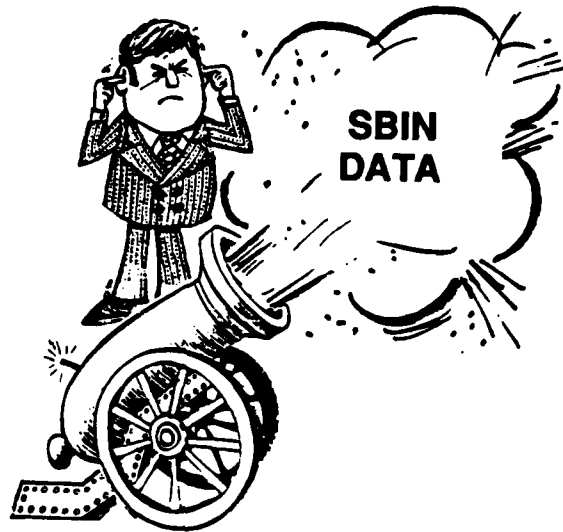


Figure 4, continued . . .
DD Form 1473
Report Documentation Page

SECURITY CLASSIFICATION OF THIS PAGE

Chapter 5: How Do You Catalog and Input Fields?



Cataloging Sample Fields

The following exercise will show step-by-step examples of how to catalog two sample fields -- Field 1, Accession Number, and Field 6, Unclassified Title, from an actual Technical Report (Figure 5) and its accompanying Report Documentation Page, DD Form 1473 (Figure 6).

Cataloging will follow procedures as outlined in Chapter 4: "How Does SBIN Work?"

1. Determine whether the document is Phase I, II, III, or IV.

For purposes of this exercise pretend that you work for the U.S. Army Missile Command library and the document in Figure 5 is of general interest produced by your agency. Given this, the document goes in Phase I. Two copies are to be sent to DTIC after cataloging.

2. Duplicate Check.

It is unlikely that any other SBIN site or DTIC has cataloged this technical report since it was newly produced by your agency. However, you should still duplicate check -- just to be sure. Sign-on to DROLS and check to see if a cataloging record has been created for this technical report. Follow duplicate checking procedures outlined in the Shared Bibliographic Input Manual.

3. If a record is found add your site holding symbol.

Follow procedures outlined in Chapter 6, Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT). If no record is found while duplicate checking, that means that no one has cataloged the technical report. You may proceed to do so by continuing with the next item, number 4.

4. Use DTIC Form 41, or an in-house developed form, and fill out required fields. You may also input directly from the document.

Remember, for purposes of this exercise you need to find data for only Field 1 and Field 6. Consult the Shared Bibliographic Input Manual or, for more up-to-date information, the Defense Technical Information Center Cataloging Guidelines for assistance in finding the information, the form in which it should be entered in the fields, and other rules and procedures. A sample DTIC Form 41 is provided in Figure 7 on which you can enter data.

Field 1

This field will contain the technical report's accession number. DTIC will have provided your SBIN site with accession numbers -- one of which you may now issue to the document, for example ADF 200 007. In the Defense Technical Information Center Cataloging Guidelines the form of entry is outlined: "This number is entered in lower case letters with no spaces or punctuation used for direct machine input." You may write the AD number in its proper form on DTIC Form 41 or on your in-house developed form.

Field 6

This field contains the unclassified title. Defense Technical Information Center Cataloging Guidelines states that the "cover of the Technical Report is the chief source of information about the report and its title should be used unless a more meaningful one appears on the DD Form 1473 or title page."

FIELD 6, continued

In this case the title of the report and the information on DD Form 1473 Title are the same: "Conceptual Design of a Robotic Loader System for Remote Missile Launchers."

The form of entry states that the title should be entered in "initial caps with the exception of prepositions, conjunctions, articles . . ."

Since block 6 on DD Form 41 is too small to enter the title in its proper form, you may write the title on the back of the form or circle block 6 with a note to see the actual cover for the title.

The two fields are now cataloged. The following pages will give an overview of how to input this information using the RTIS. Sign-on and input procedures will vary according to the type of terminal, either dial-up or dedicated, you use.



TECHNICAL REPORT RL-CR-84-1

**CONCEPTUAL DESIGN OF A ROBOTIC LOADER SYSTEM
FOR REMOTE MISSILE LAUNCHERS**

Dr. James L. Hill
Mr. Charles W. Warren
Department of Engineering Mechanics
The University of Alabama

SEPTEMBER 1985

Prepared for:
Structures Directorate
Research, Development & Engineering Center

U.S. ARMY MISSILE COMMAND

Redstone Arsenal, Alabama 35898-5000

Approved for Public Release; Distribution Unlimited.

Figure 5, Sample
Technical Report Cover

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER RL-CR-84-1	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) Conceptual Design of a Robotic Loader System For Remote Missile Launchers		5. TYPE OF REPORT & PERIOD COVERED Technical Report
6. AUTHOR(s) Dr. James L. Hill, Virginia Young and Charles W. Warren		7. PERFORMING ORG. REPORT NUMBER
8. CONTRACT OR GRANT NUMBER(s) DAAH01-83-P-1020		9. PROGRAM ELEMENT PROJECT, TASK AREA & WORK UNIT NUMBERS
10. PERFORMING ORGANIZATION NAME AND ADDRESS Commander US Army Missile Command ATTN: AMSMI-RLD Redstone Arsenal, AL 35899		11. CONTROLLING OFFICE NAME AND ADDRESS Micom
12. REPORT DATE May 1983		13. NUMBER OF PAGES
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Micom		15. SECURITY CLASS. (of this report) Unclassified
16. DISTRIBUTION STATEMENT (of this Report) Approved for Public Release; Distribution Unlimited		17. DECLASSIFICATION/DOWNGRADING SCHEDULE
18. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
19. SUPPLEMENTARY NOTES		
20. KEY WORDS (Continue on reverse side if necessary and identify by block number) Loaders Remote Control Missile Reload Manipulator End Effector Robotics Gripper		
21. ABSTRACT (Continue on reverse side if necessary and identify by block number) This report deals with the conceptual design of a robotic missile reloading system. This system will be the supply center for several unmanned, remotely controlled missile launchers. The supply center will contain robot equipment sufficient to handle the task of reloading the missile. The motivation for this is to: accomplish the reloading in a minimum of time with a minimum of manpower. A review of the major robot configurations is given followed by several ideas for grippers and sensing procedures. A final conceptual design is presented after each of the systems components have been scrutinized. An extensive survey of		

DD FORM 1473
1 JAN 73

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

Figure 6, Sample
DD Form 1473, Report
Documentation Page

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

20. the state of technology in robotics and application of robotic equipment was conducted. The survey included technical literature as well as product literature obtained from robotics manufacturers.

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

Figure 6, continued . . .
Sample DD Form 1473
Report Documentation Page

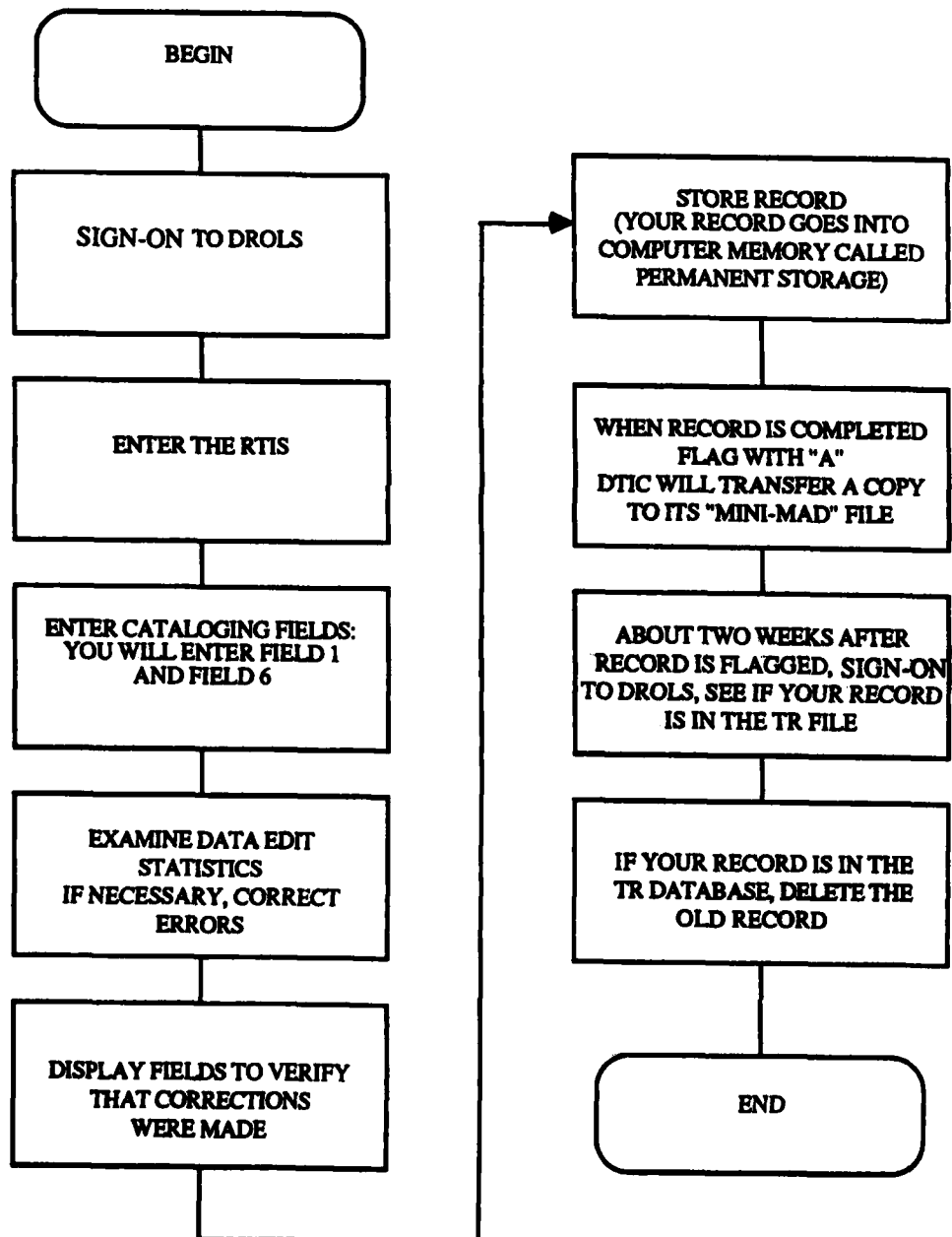
1. AD ADF 200 00F		2. CODE FLD GRP SUB-GRP				INDEXER DATA EDITOR			
6. U-TITLE SEE COVER		11. DATE REGRADE DATE				16. PROJECT			
7. C-TITLE		12. PP				17. TASK			
8. T-CLASS		14. OA-SERIES				19. MACRONYM			
9. DESC. NOTE		15. CONTRACT				20. M-SERIES			
10. AUTHOR		22. DISTRIBUTION/AVAILABILITY STATEMENTS				20. A-CLASS			
21. SUPPLEMENTARY NOTE						22. DISTRIBUTION/AVAILABILITY STATEMENTS			
23. DESCRIPTORS									
24. DESCRIPTOR CLASSIFICATION									
25. IDENTIFIERS AND/OR OPEN-ENDED TERMS									
26. IDENT. & Q. & L. TERMS CLASSIFICATION									
27. ABSTRACT									
28. ABSTRACT CLASSIFICATION									
29. INDEX ANNOTATION									
30. INDEX ANNOTATION									
31. SPEC CODE		32. REGRADE CODE		33. DISTRIBUTION/AVAILABILITY CODES		34. SERIAL NUMBER		35. DOCUMENT LOCATION	
A X Y Z		A B C D E F G		DIST. AVAIL. SPECIAL		35. SOURCE CODE		1 NTIS 2 DTIC	
37. CLASS BY						38. DECLASS. ON		39. CONF. ON	
40. EXTENDED BY						41. REVIEW ON		42. REASON CODE(S)	
								1 2 3 4 5 6 7 8	

Figure 7, Sample DD Form 41
to Enter Practice Data

How to Input Data Using Dial-Up Terminals

This section will give brief step-by-step examples of how to use the Remote Terminal Input Subsystem (RTIS) to input the two sample fields you have cataloged.

The flowchart below shows a typical sequence of steps you may follow in inputting the cataloging data:



STEP 1. Sign-on to DROLS in the Usual Manner

Note: In the examples which follow, (cr) means hit carriage return once; (cr/cr) means hit carriage return twice.

To correct typographical errors: This may vary with the brand of dial-up terminal being used. Usually you will hit the backspace key until the cursor is over the error then type over mistake or, if no back space key is available, hit CTRL key and H key together then type over the mistake.

Commands that you type are indicated in **Bold Type**.

1. Sign-on to DROLS in the usual manner.

The actual sign-on procedures are not listed here, because they change from time to time. If you are a DROLS user you are already familiar with the sign-on procedures; if you are a new DROLS user, sign-on procedures and passwords were provided when you registered with DTIC.

After the sign-on to DROLS you will receive this "WELCOME" message:

WELCOME ON LINE--DATE 121185 TIME 13572

--IF YOU DISPLAY ENTRIES OF REPORTS WITH REFERENCES MARKED
--EXPORT CONTROL THE FOLLOWING WARNING APPLIES:

*****WARNING*****

--THIS DOCUMENT CONTAINS TECHNICAL DATA WHOSE EXPORT IS
--RESTRICTED BY THE ARMS EXPORT CONTROL ACT (TITLE 22, U.S.C.
--SEC. 2751 ET SEQ.) OR EXECUTIVE ORDER 12470. VIOLATIONS OF
--THESE EXPORT LAWS ARE SUBJECT TO SEVERE CRIMINAL PENALTIES
--DISTRIBUTION OF THIS DOCUMENT IS SUBJECT TO DODD 5230.25
--PROCEDURES.

*****WARNING*****

STEP 2. ENTER RTIS.

1. Enter: @ixtr@ (cr/cr)
System responds with: ENTER FILE ACCESS KEY
2. Enter: xxxxxx (6 character file access key) (cr/cr)
or just leave blank by hitting (cr/cr)

The file access key is a six character code which protects your record in case you plan to do additional work on a record in permanent computer storage. (No one else can access your record as they will not know the file access key.) To later access your record you must enter the same file access key as when it was stored. If you do not use the same file access key each time you sign-on (and you need not use the same one each time) be sure to keep a log of which file access key is associated with which stored record.

@ixtr@
: ENTER FILE ACCESS KEY

123456

STEP 3. ENTER CATALOGING FIELDS

1. Enter: @ni@ (cr/cr)

--The new item command, @ni@, lets you create a new item, that is,
a new cataloging record.

System responds: READY FOR INPUT

STEP 3. ENTER CATALOGING FIELDS, continued

@ixtr@

: ENTER FILE ACCESS KEY

123456

ENTER DESIRED COMMAND

@ni@

READY FOR INPUT

2. Enter field numbers and data in each field:

@1@ADF200007 (cr)

**@6@Conceptual Design of a Robotic Loader System for
Remote Missile Launchers. (cr)**

@end@ (cr/cr)

--Each field number must be enclosed in "at" (@) signs, and the word
@end@ occupies the last line.

@1@ADF200007

**@6@Conceptual Design of a Robotic Loader System for
Remote Missile Launchers.**

@end@

STEP 4. EXAMINE "EDIT STATISTICS"

After you typed @end@ and transmitted (cr/cr) your cataloging fields the system reponds with EDIT STATISTICS. These tell you if there are invalid fields, duplicate fields, or data type errors.

```
*NEW ITEM* *EDIT STATISTICS (TR-EXT)* PAGE 1
(FIELD 1: ADF200007 )
VALID FIELDS: 2   EDIT ERRORS: 0   INVALID FIELDS: 0

FIELD   MAX/LGH   MIN/LGH   DATA TYPE/ERROR
1       OK       OK       4-
6       OK       OK       3-

END OF EDIT STATISTICS--ENTER DESIRED COMMAND
```

The EDIT STATISTICS show two valid fields and no edit errors. Under DATA TYPE/ERROR, 4- and 3- stand for data type (4 means that this field should contain alphabetic and/or numeric but no special characters; 3 means that this field should contain alphabetic, numeric and/or allowable special characters). If there had been a data type error a message might read 4-ERR(-) where the character in parenthesis is incorrect, or the first of the incorrect, character(s). A full explanation of EDIT STATISTICS can be found in the Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).

CORRECTING ERRORS

Suppose that you made some mistakes while inputting Fields 1 and 6 (It happens to the best of us!). Instead of entering @1@ADF200007 you entered @1@ADF200017 and instead of @6@Conceptual Design of a Robotic Loader System for Remote Missile Launchers, you entered @6@Conceptual Design of a Robot for Missile Lunches. (Lunches--Wow!)

CORRECTING ERRORS, continued

Here are these examples with the resulting EDIT STATISTICS:

```
@1@ADF200017
@6@Conceptual Design of a Robot for Missile Lunches.
@end@
```

Note that the EDIT STATISTICS below show no mistakes--even though there were typographical errors in the fields entered above.

```
*NEW ITEM* *EDIT STATISTICS (TR-EXT)* PAGE 1
(FIELD 1: ADF200017 )
VALID FIELDS: 2  EDIT ERRORS: 0  INVALID FIELDS: 0
```

FIELD	MAX/LGH	MIN/LGH	DATA TYPE/ERROR
1	OK	OK	4-
6	OK	OK	3-

END OF EDIT STATISTICS--ENTER DESIRED COMMAND

Errors can be corrected by any one of three methods:

1. Edit by Replacement -- @ebr@

In this method you may add, delete, or replace data in a field without retyping the entire field. Detailed use of this command can be found in the Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).

2. Delete Field(s) Within Item -- @del@ or @df@

This command allows you to delete fields within an item previously input before it is sent to permanent storage. Consult the above manual for detailed instruction in using this command.

3. Add Field(s) Within Item -- @af@

In this method the new field input on the screen will overlay old data in the same field. For the example here you will use the Add Field(s) command. If Field 1, Accession Number, was entered improperly you could use the @af@ command and enter the field correctly. The example below shows you how to correct the mistakes previously entered in Field 1 and Field 6:

Enter: @af@ (cr/cr)

System responds: READY TO ADD FIELD(S)

@af@

READY TO ADD FIELD(S)

Type in the field numbers and the corrected field information.

```
@1@ADF200007  
@6@Conceptual Design of a Robotic Loader System for  
Remote Missile Launchers.  
@end@
```

After typing **@end@** (cr/cr) the EDIT STATISTICS will automatically appear; you can doublecheck your work.

STEP 5. DISPLAY FIELDS TO SEE IF CORRECTIONS WERE MADE

1. Enter: **@id@** (cr/cr)

@id@ stands for Item Display. By using this command after inputting corrections you can check to see if corrections were actually made.

The system responds by showing all the fields that you have entered, in ascending field number sequence.

```
@id@  
  
1  ADF200007  
6  Conceptual Design of a Robotic Loader System for Remote  
    Missile Launchers  
  
END OF DISPLAY - - ENTER DESIRED COMMAND
```


STEP 6. STORE ITEM

1. Enter: @si@ADF200007-abc (cr/cr)

With the Store Item command, @si@, you are placing your record in permanent storage -- which is computer memory in DTIC's computer. Your record can be safely kept here and recalled again, even days or weeks later, when you want to make changes. The stored item must contain the accession number of the technical report and a lockword: In the example above, ADF200007 is the accession number of the technical report and abc is the lockword. A lockword is a special set of alpha characters which may be up to six characters long which you create in order to protect your record so that just you can later recall it.

System responds: A "Security Field Summary" display -- this shows if all the security fields were included in the input item.

YOU MUST REMEMBER THE ACCESSION NUMBER AND THE LOCKWORD YOU USED TO STORE YOUR RECORD IF YOU WANT TO RECALL IT LATER FROM PERMANENT STORAGE.

@si@ADF200007-abc

ADF200007 WITH LOCKWORD ***ABC ***HAS BEEN STORED.

(FIELD 1 :ADF200007)

***** TITLE CLASSIFICATION (8) N/E
* SECURITY * REPORT CLASSIFICATION(20) N/E
* FIELDS * DESCRIPTOR CLASSIFICATION(24). . . . N/E
* SUMMARY * IDENTIFIER CLASSIFICATION (26) N/E
***** ABSTRACT CLASSIFICATION(28) N/E

**N/E = NOT ENTERED **

ENTER DESIRED COMMAND

You may enter a Storage Report command, @sr@, to see a listing of all the records in permanent storage which have been entered and stored from your terminal.

@sr@

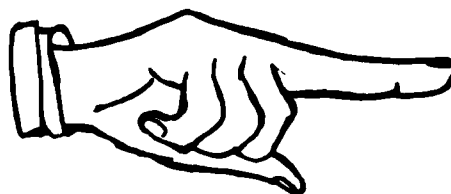
INPUT STORAGE REPORT

DOC NAME	D-BASE	DATE	TIME	FLAG(S)	FR	FLDS	FIELD-1
ADF200007	TRFILE	121185	142626		2	2	ADF200007
ADE950771	TRFILE	121085	152310		3	16	ADE950771

--END OF STORAGE REPORT - ENTER DESIRED COMMAND--

The Storage Report shows document name; database name; date and time of entry; presence or absence of a flag; number of sectors of mass storage in the computer which your record occupies; number of data fields within the item; and Field 1 entry.

If you later need to get your record from permanent storage to add, correct, or reedit fields, you will use the Get Item command, @gi@. This command is explained in more detail in the Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).



STEP 7. IF RECORD IS COMPLETE, FLAG ITEM

1. Enter: @fi@ADF200007-abc/a (cr/cr)

System responds: ADF200007 HAS BEEN FLAGGED WITH AN A.

@fi@ADF200007-abc/a

ADF200007 HAS BEEN FLAGGED WITH AN A.

A Flag Item command, @fi@, notifies the RTIS and other programs that your record is complete and ready for processing in DTIC's files. Once your record is flagged with an "a," a copy is transferred to DTIC's Mini-MAD File -- which contains recently processed technical report records ready to be added to DTIC's MAD file (the actual Technical Reports Database). Once in the Mini-MAD File, a copy of your record will be processed into the MAD File, becoming part of the TR Database at the next file update.

During processing in the Mini-MAD File, special computer programs examine your record and detect possible data errors. DTIC will send you a notice by mail to let you know if the record is correct (a Print R) or it contains errors (a Print E). Once an item has been flagged with an "a," any further corrections or additions must be made by using File Maintenance Commands, which are outlined in Chapter 6, Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).

About a week or two after you have flagged your record, enter DROLS and see if you can retrieve your record from the TR Database. If it is there, you may delete your old record from permanent storage using the commands listed in Chapter 4 of the previously mentioned manual.

STEP 8. TERMINATE AND SIGN-OFF FROM THE SYSTEM

1. Enter: **@ers@** (cr/cr)
2. Sign off in the usual manner

The Enter Retrieval System command, **@ers@**, lets you go back into DROLS as you would to search the databases. Again, as with sign-on procedures, sign-off procedures are subject to change and will not be outlined here. Simply follow the same sign-off procedures you would use after searching on DROLS.

This concludes the procedures and examples for dial-up terminal input. The next pages will show how to input data using a dedicated terminal.

In addition, the following information is useful:

To Correct Mistakes:

Depress the backspace key (←) until it is over the error then depress the "Char Erase"(character erase) key and retype corrections. It is easier to correct typographical errors BEFORE you transmit your data.

Line Cursors:

These are symbols (␣ or ␣) which indicate where the next screen character will be displayed. They can be manipulated by the arrow keys and space bar and must follow the last character of every message to be transmitted to the system.

Input using a dedicated terminal is similar to input using a dial-up terminal. In fact, you will use the flowchart and all the steps outlined in Chapter 5 of this guide and entitled "How to Input Data Using Dial-Up Terminals" for all data input using dedicated terminals.

Data input using the dedicated terminals is different from data input using dial-up terminals in these three ways:

1. Instead of depressing the carriage return twice (cr/cr) as you did for the dial-up examples, you will depress the TRANSMIT key.
2. The sign-on commands in STEP 1 are slightly different for the dedicated terminal.
3. You may correct or edit data, as outlined in STEP 4, by using all of the commands listed for the dial-up terminals plus a few additional commands which are efficient and easy to use.

Since only STEP 1 and STEP 4 differ when using the dedicated terminal, these two steps will be explained in further detail in the following pages.

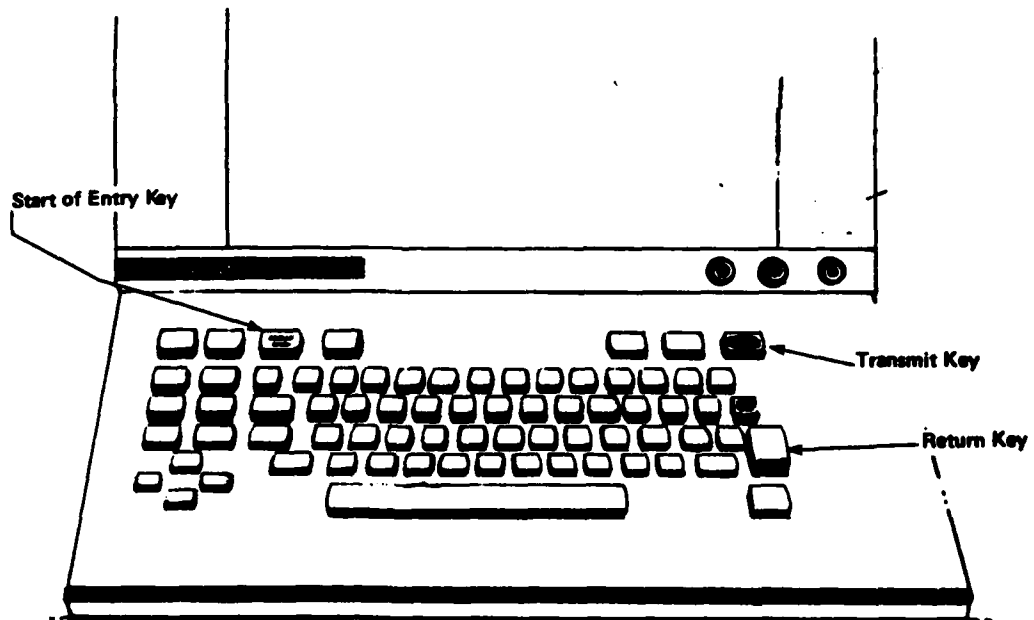
How To Input Data Using Dedicated Terminals

This section will show you how to input data into the RTIS using the Uniscope 100 or 200 dedicated terminals. A detailed description of these terminals and key commands can be found in the Defense RDT&E Dedicated On-Line Terminal Operator's Manual (INPUT).

In order for you to understand the examples which will follow, you need to be familiar with several important keys on the dedicated terminal:

SOE (Start of Entry) Key.
This produces a triangular (►) symbol which should precede commands/messages transmitted to the system.

TRANSMIT Key.
You will depress TRANSMIT to send commands/messages from the CRT screen to the system.



STEP 4. Examine "Edit Statistics" -- Correcting Errors

In addition to the Edit by Replacement, Add Field(s), and Delete Field(s) commands used with dial-up input, you may also use the following commands to correct mistakes or edit fields:

1. Edit Item -- @ei@

This command brings all the fields of your cataloging record back to the screen so that you can correct one or more fields. After all corrections are completed you must enter @end@ after the last field before you transmit your record -- OTHERWISE YOU WILL LOSE YOUR ENTIRE RECORD!

In the example which follows, you will correct the same cataloging record used in the dial-up section of this guide.

Enter: @ei@

Depress: TRANSMIT

System responds as below:

@1@ADF200017
@6@Conceptual Design of a Robot for Missile Lunches.

You may use the cursor keys and the backspace key to go to the mistakes, type over errors, or add correct words. When you are done be sure and enter @end@ after the last data field -- before you hit the TRANSMIT key.

After you TRANSMIT your record the system responds with EDIT STATISTICS.

STEP 1. Sign-on to DROLS in the Usual Manner

1. Sign-on to DROLS in the usual manner.

As with dial-up terminals, the sign-on procedures may change from time to time for the dedicated terminals. Always refer to the latest procedures available from DTIC.

2. After you sign-on, the system will respond with the "Welcome On Line" statement:

WELCOME ON LINE--DATE 121185 TIME 13572

**--IF YOU DISPLAY ENTRIES OF REPORTS WITH REFERENCES MARKED
--EXPORT CONTROL THE FOLLOWING WARNING APPLIES:**

*******WARNING*******

**--THIS DOCUMENT CONTAINS TECHNICAL DATA WHOSE EXPORT IS
--RESTRICTED BY THE ARMS EXPORT CONTROL ACT (TITLE 22, U.S.C.
--SEC. 2751 ET SEQ.) OR EXECUTIVE ORDER 12470. VIOLATIONS OF
--THESE EXPORT LAWS ARE SUBJECT TO SEVERE CRIMINAL PENALTIES
--DISTRIBUTION OF THIS DOCUMENT IS SUBJECT TO DODD 5230.25
--PROCEDURES.**

*******WARNING*******

You may proceed to catalog and input cataloging data by following the previous steps outlined for dial-up terminals. However, in Step 4, which deals with error correction, dedicated terminals have more capabilities for error corrections than dial-up terminals. These capabilities are outlined in the following pages.

2. Edit Fields -- @ef@

In this command you may type the field numbers which you want to recall and edit. After corrections are made using the @ef@ command you do not need to type an @end@ as in the previous example.

Again, pretend you want to correct fields 1 and 6.

Enter: ▶@ef@1,6@end@

Depress: TRANSMIT

System responds with requested fields brought to the screen:

```
@1@ADF200017
@6@Conceptual Design of a Robot for Missile Lunches.
```

You may correct fields using the cursor keys and backspace key to go to the mistakes, type over errors, or add correct words. When you are done with corrections simply hit the TRANSMIT key.

You will follow all other steps as outlined for dial-up terminals. For more information on all the mentioned commands plus additional guidelines consult:

Defense RDT&E On-Line System Input Mini-Manual and Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).

Chapter 6: What Training Aids and Training Sessions are Available?



Training and training aids are available to you as a registered SBIN user.

Training Sessions

Training for both dedicated and dial-up terminals consists of a five day (M-F) course offered at the Defense Technical Information Center. The session covers:

- o Hands on training using the RTIS
- o Duplicate checking procedures
- o Descriptive cataloging
- o Subject indexing (descriptors, identifiers, and fields and groups)
- o Descriptions of file interactions and DTIC's Master File
- o File maintenance commands -- how to change or add to a record after it has been flagged
- o Tape cassette procedures (for dedicated sites only)
- o Discussions and meetings with DTIC in-house personnel associated with SBIN

To schedule a SBIN training session, contact SBIN Project Manager, Gretchen Schlag, at (202)-274-6804 or Autovon 202-284-6804. For more information about the session or tips on accommodations in the Washington area, contact Marie Clark at (202) 274-4408 or Autovon 284-4408.

Training Aids

Training Aids assist SBIN users in cataloging and inputting data into the RTIS. Since many of these aids are updated on a regular basis, you should contact DTIC to obtain information about the latest publication. You will receive the first six documents listed below during your SBIN training session:

1. **Shared Bibliographic Input Manual.**

This document contains the basic guidelines for using SBIN. It includes: instructions on duplicate checking, descriptions of each input field, RTIS operating instructions, and open-ended term guidelines.

2. **Defense RDT&E Dedicated On-Line System Terminal Operator's Manual (INPUT).**

A manual outlining step-by-step input procedures, it also relates detailed descriptions and general reference data about:

Remote terminal equipment and operations of this equipment; entry into the RTIS; the use of specific commands in the input process; processing RTIS data into DTIC's databases; file maintenance; general functions; and tape cassette online and offline use.

Appendix C, **RTIS Format Guide for the Technical Report Data Base (IXTR)**, is a reference guide listing all data fields contained in a SBIN cataloging record. The Format Guide contains: field number, name of field, field length (minimum and maximum), data types allowed in each field, requirement type of field, and description/format of each field.

3. **Defense RDT&E On-Line System Input Mini-Manual.**

This compact manual describes system input commands and their functions. It offers a very good shortened version of how to use the input system.

4. **Defense RDT&E On-Line System Input Reference Guide.**

This is a small portable booklet which provides quick reference for those already familiar with inputting procedures. It contains a list of functions (display, edit, etc.) and their commands, plus data element format charts.

5. Defense Technical Information Center Cataloging Guidelines.

A cataloging manual used by DTIC for the cataloging of technical reports. DTIC uses the same RTIS system as SBIN members, therefore, this document outlines the basic guidelines for descriptive cataloging (no subject cataloging included) that SBIN sites would use. Since this is a recent document it should be consulted for up-to-date information about descriptive cataloging fields.

6. DTIC/SBIN Notices.

A collection of SBIN notices issued by DTIC which update or describe new SBIN features or procedures. These notices should always be consulted as they contain the most recent information about SBIN.

Other reference documents are available through DTIC which may prove helpful to you as a SBIN participant:

7. COSATI Subject Cataloging List (DoD-Modified).

A listing of 22 broad subject fields (from field 1, Aeronautics to field 22, Space Technology) subdivided by 188 groups. This listing of fields and groups provides the basis for subject grouping of technical reports. COSATI (the Committee on Scientific and Technical Information of the Federal Council on Science and Technology) is the group which originally formulated this subject listing.

8. Source Header List, Volumes I and II.

These two volumes are an alphabetical listing of all corporate source names which submit material for DTIC's databases. The source code you enter in Field 35 automatically generates the corporate author displayed in Field 5 of the SBIN cataloging record.

9. DDC Retrieval and Indexing Terminology (DRIT).

The DRIT contains DTIC's vocabulary (a list of terms also called "posting terms" or "postings") which DTIC uses for the subject indexing and retrieval of scientific and technical literature.

Chapter 7: Who Do You Call For Help?



The following DTIC personnel can be contacted if you have questions or problems relating to SBIN:

**SBIN policy, coordination
and scheduling for training**

**SBIN Project Manager
Bibliographic Database
Branch
(202) 274-6804
Autovon: 284-6804**

Descriptive cataloging questions

**Cataloger for SBIN
Bibliographic Database
Branch
(202) 274-6805/6806
Autovon: 284-6805/6806**

Subject cataloging
(i.e. DRIT terms, identifiers, abstracting)

Subject Analyst
Subject Analysis Branch
(202) 274-6876
Autovon: 284-6876

RTIS methodology and procedure,
training coverage and
accommodation questions

Input Trainer
Office of User Services
(202) 274-4408
Autovon: 284-4408

Equipment (i.e. terminals,
printers, modems, etc.) problems
Sign-on difficulties, strange signals, etc.

Programers
Systems Design Branch
(202) 274-6861
Autovon: 284-6861
or (202) 274-6863
Autovon: 284-6863

Phase III or IV document suitability,
distribution/availability statement

Selection Specialist
Selection Section
(202) 274-6807
Autovon: 284-6807

Print R or Print E listings
(i.e. feedback from DTIC about
your cataloging record)

Documentation Specialist
Database Support Branch
(202) 274-6814
Autovon: 284-6814

Phase III or IV document
acquisitions

Acquisitions Specialist
Acquisitions Section
(202) 274-6847
Autovon: 284-6847

Chapter 8: What Important Terms Should You Know?

-- A Glossary of SBIN Terms



ADD

Automatic Document Distribution Program. ADD is a DTIC program in which DTIC users establish a profile of their interests and receive, every two weeks, microfiche copies of newly accessioned technical reports which match those interests. If requested by a SBIN site, DTIC will automatically add the site's holding symbol to the TR Database records for technical reports received through the ADD program. So presto -- when your ADD microfiche arrive, your online catalog is already updated.

AD Number

Formerly this meant "ASTIA Document" -- Armed Services Technical Information Agency -- an early name for DTIC. The popular meaning now is "Accessioned Document." An AD number is a unique alphanumeric identifier assigned by DTIC to each technical report for identification purposes (For example, AD-A115 000).

Cataloging

The process of preparing information about a document for placement into a database. As referred to in this guide, cataloging includes subject cataloging (assigning subject terms or subject categories to a document) and descriptive cataloging (providing bibliographic representation of a document, for example: author, report date, number of pages, etc.).

CF	see Current File (also called the Current Technical Reports File)
COSATI	Committee On Scientific And Technical Information, Federal Council for Science and Technology. This group formulated the COSATI Subject Categories List (DTIC uses a DoD modified version) which provides subject grouping for scientific and technical literature by dividing subject areas into 22 broad fields, further subdivided by 188 groups. The phrase "Fields and Groups" refers to the COSATI subject categories.
Current File	A DTIC file which contains cataloging records for technical reports, in various stages of completeness, entered by DTIC and remote sites. Any record which you place in permanent storage becomes part of the Current File -- even if only a few fields are completed -- and is searchable on DROLS.
DDC	Defense Documentation Center -- a previous name for the Defense Technical Information Center.
DD Form 1473	"Report Documentation Page" often referred to as the "1473." The DD Form 1473 is usually placed after the cover of a technical report. This form, required by regulation, lists standardized data elements which describe the technical report. The 1473 is used by DTIC and SBIN sites as a source of cataloging data for the SBIN cataloging record.
Dedicated Terminals	Dedicated terminals are terminals directly wired to DTIC and dedicated to that one purpose -- accessing or inputting to DTIC.

Descriptive Cataloging

Descriptive cataloging is the process of establishing bibliographic representation of a document and its access points (for example, author, title, page numbers, etc.) exclusive of subject cataloging.

Dial-Up Terminals

Often called "diverse dial-up terminals." These terminals can be dumb terminals, smart or intelligent terminals or microcomputers. These terminals can be used for a variety of purposes, such as accessing or inputting to DTIC.

DoD

Department of Defense

DRIT

DDC Retrieval and Indexing Terminology. The DRIT is a DTIC publication which contains the terms (also called "posting terms" or "postings") used for subject indexing and retrieval of records in DTIC's major databases.

DROLS

Defense RDT&E OnLine System. An online information retrieval system which links remote terminals located across the United States to DTIC's central computer at Cameron Station, Alexandria, VA. DROLS is interactive and is used for information retrieval as well as for inputting cataloging records through SBIN.

DTIC

Defense Technical Information Center. DTIC is a central point within the Department of Defense for acquiring, storing, retrieving, and disseminating scientific and technical information (STI) to support DoD research, development, engineering and studies programs. DTIC's main facility, with over 450 employees, is located at Cameron Station in Alexandria, VA.

DTIC Form 41

The DTIC Form 41 is a form used by DTIC's Bibliographic Database Branch which conveniently lists field numbers required for a SBIN cataloging record. Data may be written directly on the form or a note may be made on where to find the information on the technical report itself. Some of the numbered blocks on this form (45, 46, and 47) are for DTIC cataloging use only. SBIN sites often use this form or an in-house developed version when cataloging.

Dup Checking

Short for "Duplicate Checking." Dup Checking is the process of determining if a specified technical report has a record in the Current Technical Reports (CF) File or the Technical Reports (TR) File. If there is a record, SBIN sites need only attach their SBIN holding symbol; if there is no record, the SBIN sites may proceed to catalog the document.

Field

A field is a specific part of a record which always holds the same type of information. For example, in a SBIN cataloging record, Field 6 always contains the unclassified title.

File

A file is a collection of related records. For example, all the cataloging records of technical reports make up the Technical Reports (TR) Database.

Holding Symbol

see Site Holding Symbol

Input

This word has two meanings: Data added to a system (For example, "This input has errors.") or the process of putting or entering data into a computer system. (For example, "Input this record as soon as you can.") In SBIN you will use the Remote Terminal Input Subsystem to enter or "input" cataloging data.

Phase I

A current published document generated and controlled by your agency and produced by in-house personnel or under contract. Two copies of the document will be forwarded to DTIC after the SBIN cataloging record is input.

Phase II

An older published document generated and controlled by your agency and produced by in-house personnel or under contract. Two copies of the document will be forwarded to DTIC after the SBIN cataloging record is input.

Phase III

Any current or older published document generated and controlled by your agency and produced by in-house personnel or under contract. No copies of the document will be forwarded to DTIC at this time. Input your SBIN site generated and controlled cataloged record only. Enter SBI3 in field 25. Enter your site controlling office in field 22--giving full name of your activity, attention Code if applicable, and your complete address including your complete zip code. All requests for this document will be referred to your activity in field 22. You can send this document to DTIC at any time. DTIC will fill requests when document has been converted to an AD-A, AD-B, or AD-C number.

Phase IV

Any current or older published document held by your site but NOT generated and controlled by your agency. Input SBIN cataloging record. Enter SBI4 in field 25. Enter controlling office in field 22, giving full name of activity, attention code if applicable, and complete address including complete zip code. If document meets DTIC's acquisition criteria, a copy will be requested from the originating agency. If unable to obtain a copy, acquisitions will ask the inputting SBIN site for a retention or loan copy. DTIC will refer all requests to field 22 until document is received and converted to an AD-A, AD-B, or AD-C number. Phase IV is a true shared cataloging.

Print E	An error listing which DTIC sends via mail if your completed record, flagged with an "a," has errors within it. You will also receive a Print E if transactions to records already in the TR Database have errors.
Print R	A no-error listing which DTIC sends via mail if your completed record, flagged with an "a," is error free. You may also receive a Print R if, once your record is in the TR Database, other transactions to the record are also error free.
Record	A record is a collection of related fields. For example, a SBIN cataloging record contains 39 fields of information.
RTIS	Remote Terminal Input Subsystem. The RTIS is part of the DROLS information retrieval system designed to handle input to the DTIC databases. SBIN sites nationwide input cataloging data from their terminals directly to DTIC's computer at Cameron Station, Alexandria, VA.
SBIN	Shared Bibliographic Input Network. A DTIC-sponsored network for cataloging technical reports, operating within the closed community of DoD and its contractors since classified, proprietary, and sensitive information is involved. The system uses DROLS terminals and DTIC's Remote Terminal Input Subsystem (RTIS) for online data input. Participating libraries and information centers input cataloging data for technical reports from their remote terminals.
Site Holding Symbol	The site holding symbol is a unique symbol 3-15 characters long which represents your site. It is appended to a technical report record if your library or information center has a copy of the technical report.

Subject Cataloging

Subject cataloging is that phase of the cataloging process which designates the topic coverage of the technical report. It includes assigning subject terms (DRIT terms and non DRIT terms or identifiers) and subject classification (assigning COSATI fields and groups).

Technical Report

A written report, usually a formal document, which is the permanent official record of a study or phase of a study of a particular art, science, profession, or trade. The purpose of the report is to disseminate the results of the activity and to foster the exchange of information.

**Technical Reports (TR)
Database**

The Technical Reports Database is a collection of bibliographic citations to documents that convey the progress or result of Defense-sponsored Research, Development, Test and Evaluation (RDT&E) effort. The SBIN cataloging record you enter will become part of the TR Database.

**Technical Reports
(TR) File**

See Technical Reports (TR) Database

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